

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Personnel Technician

DEPARTMENT/DIVISION: Human Resources

POSITION SUMMARY:

Under general supervision of the Associate Superintendent for Human Resources or his/her designee, performs a variety of duties relating to fingerprinting of certificated, classified and coaching personnel, volunteers and the general public. This position has been designated as a confidential position per SB 160-"...©, "confidential Employee" means any employee who, in the regular course of his/her duties, has access to, or possesses information relating to, his/her employer's employer-employee relations.

ESSENTIAL FUNCTIONS:

1. Serves as a vital staff and public relations link through personal and telephone contact frequently serving as liaison with staff and public.
2. Prepares letters, memoranda, reports, handbooks, questionnaires, requisitions, contracts and job bulletins from marginal notes, rough drafts or verbal instructions.
3. Performs a variety of complex and specialized clerical duties in support of fingerprinting/background check programs and functions including, but not limited to reviewing, revising and upgrading forms and procedures as needed.
4. Uses computer to input data, maintains files and operates standard office equipment.
5. Uses Livescan machine to fingerprint employees, volunteers and the general public.
6. Reviews information from Department of Justice and FBI to ensure employability of candidates and forwards appropriate information to various Human Resources staff.
7. Verifies and processes bills received from Department of Justice for background check services.
8. Keeps informed on legislation and legal decisions affecting hiring and fingerprinting procedures, as well as applicable laws and regulations, and recommends procedures to ensure compliance.
9. Maintains and monitors all parent and classroom volunteers.
10. Prepares and issues District I.D. badges.
11. Assists with employee recognition/awards programs.
12. Assists in implementing all aspects of the employee recruitment and selection process for classified staff for the summer school and intersession programs.
13. Assists in implementing all aspects of the employee recruitment and selection process of athletic coaches. Confirms administrator's recommendations to validate that appropriate Personnel procedures have been followed and are complete. Maintains data base of all coaches, including volunteer coaches.
14. Serves as a back-up for other Human Resources staff on an as-needed basis.
15. Maintains regular and prompt attendance in the workplace.
16. Performs other related duties as assigned.

EDUCATION AND EXPERIENCE:

Ability to carry out oral and written directions, read, write and speak at a level sufficient to fulfill the duties to be performed. High School diploma or equivalent required. Two years of business college or two years of responsible secretarial work in the field of education preferred. Must pass required district testing.

SKILLS AND QUALIFICATIONS:

1. Knowledge of intermediate computer skills.
2. Ability to operate standard office equipment.
3. Ability to type at a speed of 60 words per minute from clear copy.
4. Ability to communicate effectively, orally and in writing.
5. Strong interpersonal skills.
6. Ability to make independent decisions and accurately interpret laws and practices.
7. Ability to maintain cooperative working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal or electronic device and operate standard office equipment for extended periods of time.
3. See and read a computer screen and printed matter with or without vision aids.
4. Speak so that others may understand at normal levels and on the telephone.
5. Hear and understand at normal levels and on the telephone with or without hearing aids.
6. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
7. Reach overhead, grasp, push/pull up to 25 pounds.
8. Lift and/or carry up to 25 pounds at waist height for short distances.
9. Bend, squat, stoop and/or climb for extended periods of time.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with District office staff and the public.

SALARY: Classified Confidential, Range 10

DAYS OF SERVICE: 230

Board Approved: TUSD 3/27/01

Revised: TUSD 11.10.15